



National
Aeronautics and
Space
Administration

"FLASH" Agency-Wide Code Change (FMM 9100)

ORIGINATING OFFICE

DATE PREPARED	CODE	ORIGINATING OFFICE FILE NUMBER	BF CONTROL NUMBER	PAGE 1 OF
PAD NUMBER AND DATE		OTHER AUTHORIZING DOCUMENT(S)		
AGENCY-WIDE CODING STRUCTURE (<i>Section, appendix, paragraph, etc.</i>)				AWCS PAGE NUMBER

PURPOSE OF CHANGE
 a. ADDITION b. DELETION c. MODIFICATION

CODING FIELDS AFFECTED					TITLE OR DESCRIPTION
BUDGET LINE ITEM	COG-NIZANT OFFICE	UPN/FPN	SUB-BREAK 1	SUB-BREAK 2	
<i>HEADQUARTERS ONLY</i>					

COMMENTS

DATE IS RETROACTIVE YES (*Enter date and explain above.*) NO (*BF will complete date.*) EFFECTIVE DATE

TYPED NAME AND SIGNATURE DATE

OTHER CONCURRENCE (<i>when required</i>)		FINANCIAL MANAGEMENT APPROVAL	
TYPED NAME AND SIGNATURE	DATE	TYPED NAME AND SIGNATURE	DATE

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NASA FORM 1328 FEB 94

GENERAL INFORMATION

All items except the BF Control Number, Other Concurrence and Financial Management Approval are to be completed by the originating office. The Effective Date is completed either by the originating office code or Code BF.

Originating Office File Number - Consists of the program office letter abbreviation or originating office code for staff offices, the current fiscal year and a sequential number; e.g., OSS 94-1.

BF Control Number - Code BF serial number.

Page Numbering - Example 1 of 1, 1 of 2, etc.

Agency-Wide Coding Structure (AWCS) - Refers to the FMM reference and the AWCS Report number reference; e.g., FMM Appendix 9131-2b (Report 78 for FPNs and Report 79 for UPNs).

AWCS Page Number - Refers to page numbers where existing codes may be found in Report 78 and 79 ONLY.

INSTRUCTIONS

1. COGNIZANT OFFICE CODE (COG): 3 digit COGs assigned to program offices for report distribution to the division with responsibility.

2. TITLE OR DESCRIPTION: Titles for programs should be programmatic in nature and not to exceed 60 characters in length including spaces.

3. COMMENTS: All 3 digit codes and 5 digit codes must be supported with written documentation. All other codes may be explained in this section.

4. OTHER CONCURRENCE: Code BR signatures are required for the establishment of all new 3 digit UPNs requested by program offices.